West Suffolk College Library – Copyright and Digitisation Service Level Agreement

Copyright is a subset of intellectual property rights given to the authors of a range of content. The scope of copyright content includes

- Literary, artistic, dramatic, and musical works
- Sound recordings, films and broadcasts
- Typographical arrangements of published editions

This list isn’t exhaustive and other examples may apply.

If you reproduce, share or upload copyrighted material you could be breaking the law.

To ensure compliance, West Suffolk College owns two licenses that permit the copying and distribution of material under stringent conditions.

1. **CLA Education License**

   This license permits copying of a range books, magazines, journals and websites

   More information and conditions: [https://www.cla.co.uk/further-education-licence-docs](https://www.cla.co.uk/further-education-licence-docs)

2. **CLA NLA License**

   This license allows copying of print and digital news content

   More information and conditions: [https://www.cla.co.uk/NLA-education-establishment-licence](https://www.cla.co.uk/NLA-education-establishment-licence)

To support staff adopt best practice, West Suffolk College Library offers the following services.

**HE Digitisation Service**

To ensure West Suffolk College complies with copyright regulations, West Suffolk College Library offers a digitisation service. The library will check and – if permissions permit - scan material on your behalf; this will be added to a module on Brightspace. This service applies to the print resources owned by West Suffolk College only.

All requests must be made on the WSC at UoS copyright page via the ‘digitisation request form’:

[http://libguides.uos.ac.uk/learning-network/wsc/digitisation/copyright](http://libguides.uos.ac.uk/learning-network/wsc/digitisation/copyright)

The library aims to process requests within a maximum of five working days.

**HE Copyright Cleared Service**

If you wish to copy material WSC library does not own, it may be possible to buy a copyright cleared chapter or article from the British Library. This allows us to pay an upfront copyright fee; in return we get a copy of a chapter or article that can be shared subject CLA license conditions. As there is a cost involved, it is subject to budget restrictions.
Again, all requests must be made on the WSC at UoS copyright page via the ‘digitisation request form’:

http://libguides.uos.ac.uk/learning-network/wsc/digitisation/copyright

**Using HE e-resources**

The CLA licenses held by West Suffolk College permit copying and scanning of material owned by West Suffolk College only. Consequently, e-resources (available via Summon) should not be copied or downloaded and posted on Brightspace. Teaching staff who want to draw attention to these resources should post a weblink on Brightspace. Students can then access e-resources online by signing in with their UoS credentials.

**Audits and Advice**

To monitor compliance, West Suffolk College Library will endeavour to conduct spot checks on Brightspace; material that is clearly non-compliant will be removed and teaching staff will be notified by email.

Do to time constraints, the library is unable to check all modules or investigate material that has been uploaded without clear bibliographic details. Consequently, it is the responsibility of staff to observe copyright restrictions. Whilst the library provides services to help staff adopt best practice, it takes no responsibility for non-compliant material uploaded by other parties.

Any staff unsure about copyright compliance may contact the library for advice; whilst librarians will do their best to help, their guidance does not constitute legal advice.